

**POLICE LIEUTENANT**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions of law enforcement, the primary duties of which include the supervision and management of a specialized division, unit, section or platoon of the police department. Police Lieutenants participate in the personnel management function of the department, including conducting internal affairs investigations and background checks on applicants. Employees of this class are responsible for supervising the care, maintenance, and use of departmental equipment and supplies, and performing public relations duties. Police Lieutenants work with a high degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by the Police Captain. This class ranks immediately below that of Police Captain.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Oversees the operation of one police department function or division. Supervises an assigned function of the department and participates in developing procedures to accomplish aims of the division, section, or service being supervised. Assumes command of departmental operations in the absence of a superior officer. Ensures that personnel are deployed in an efficient manner that provides the required services while minimizing expense. Monitors any local conditions which may create situations the department may be called upon to handle. Reviews incoming communications, handling matters, making assignments to staff, or writing comments and notes as necessary to route work to the appropriate person or location. Records pertinent information on log sheets relating to daily work activities, time usage, vehicle mileage or maintenance, crimes, and suspects. Oversees the dispatching of officers via radio by selecting and contacting available units and by transmitting the location and nature of the problem.

Recommends changes in operational procedures or policies based on evaluations of the effectiveness of current procedures. Handles employee complaints and counsels employees who are experiencing work problems in order to define the problem, identify ways to deal with the problem, and establish responsibility for solving the problem. Maintains discipline among employees of the department by conducting corrective interviews, recommending disciplinary action to the superior officer, or notifying the employee of disciplinary action taken.

Participates in an internal affairs review process to investigate

any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Acts as a department representative to the news media, releasing information and answering questions concerning the work of the department.

Sets work schedules and approves leave, making sure that sufficient personnel are available to meet department staffing requirements. Outlines responsibilities and duties for subordinates, including explaining policies, procedures, and rules. Sets task priorities for subordinates in order to best accomplish the goals of the organization. Reviews work to be done and delegates assignments for the effective operation of the department. Sets long term goals by identifying what must be done and establishing a timetable for completion.

Participates in the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Inspects and maintains equipment such as vehicles, weapons, and radar to ensure they are in good operating condition. Locates and obtains cost estimates for repair and maintenance of department facilities, property, or equipment.

Patrols assigned area in order to increase police visibility, discourage illegal activities, discover crimes in progress, and maintain public safety. Operates police radio in accordance with department procedures. Uses computer information systems to enter/update/retrieve data relating to traffic violations, vehicle theft, and other criminal activity for use in solving crimes.

Promotes a positive public image of the work of the department through interaction in all settings with community members, providing assistance and information as needed.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a valid Louisiana driver's license.

Must be a regular and permanent Police Sergeant for at least two (2) years immediately preceding the closing date for application to the board.